

Licensing Division
1111 Reisterstown Road
Pikesville, Maryland 21208
(410) 653-4500

Dear Applicant:

Your request for consideration as a "State of Maryland Qualified Handgun Instructor" pursuant to the Code of Maryland Regulations (COMAR) Title 29.03.02.11, should be submitted as follows:

1. Evidence of formal training received in the care, safety, and use of handguns, including a minimum qualification score of 80 percent on a practical police course verified on MSP Form # 29-14-Certified Qualification Score Sheet;
2. Evidence of a minimum of one (1) year of experience in instruction in the care, safety, and use of handguns;
3. Letter from the Agency for which you will be instructing. This letter must be on agency letterhead;
4. One photograph; 2" X 2" passport size.

Your application will not be accepted unless it contains, at a minimum, the above listed documents.

Enclosed is a copy of the course outline pursuant to the Code of Maryland Regulations (COMAR) Title 29.03.02.12, for your review. Please ensure you are qualified to teach this course of fire before submitting your application.

Upon receipt of the application and supporting documentation, the Handgun Permit Unit will render a decision regarding your qualifications to administer the prescribed firearms training course, and you will be advised accordingly.

Mail all completed applications to the Maryland State Police, Handgun Permit Unit, 1111 Reisterstown Road, Pikesville, MD 21208. If you have any additional questions, you may contact the Handgun Permit Unit at (410) 653-4500.

Sincerely,

Supervisor, Handgun Permit Unit
Maryland Department of State Police

Enclosures/Attachments

29-15 (2/09)

QUALIFICATIONS FOR HANDGUN INSTRUCTORS

Training and Qualifications in the Use of Handguns

Qualified Handgun Instructors-COMAR 29.03.02.11

- A.** For the purpose of implementing COMAR, Section 29.03.02.11, the Secretary of State Police may approve persons who are eligible to be qualified handgun instructors in the State of Maryland. An applicant to be a State of Maryland Qualified Handgun Instructor shall:
- (1) Complete a Qualified Handgun Instructor application which is available from the Department of State Police;
 - (2) Provide evidence of formal training received in the care, safety, and use of handguns, including a minimum qualification score of 80 percent on a practical police course;
 - (3) Provide evidence of a minimum of one (1) year of experience in instruction in the care, safety, and use of handguns.
- B.** Qualified Handgun Instructor Card
- (1) Upon receipt of the required evidence, the Secretary, upon approval, shall issue the applicant a Qualified Handgun Instructor card.
 - (2) This card is evidence that the holder is authorized to conduct handgun training courses, as outlined in Regulation .12 of this chapter. These courses are a prerequisite for obtaining and renewing handgun permits as provided in Title 5-306, Annotated Code of Maryland.
 - (3) This card remains the property of the Department of State Police and shall be returned upon request.
- C.** The Secretary may revoke any qualified handgun instructor's card for cause. Sufficient cause may include, but is not limited to, evidence of:
- (1) Unsafe range practices;
 - (2) Falsification of permit applicant qualification scores;
 - (3) Significant deviation from the prescribed training course;
 - (4) Conviction of a criminal offense which would preclude the holder from purchasing or possessing firearms; or
 - (5) Conviction for a criminal offense involving the possession, use, or distribution of any controlled dangerous substance.
- D.** Upon notification of revocation, the qualified handgun instructor's card shall be returned to the Licensing Division, Department of State Police within ten (10) days.
- E.** A person aggrieved by the revocation may request, in writing, a hearing before the Secretary to appeal his actions. The hearing shall be requested within ten (10) days of notification of revocation.

Training and Qualifications in the Use of Handguns-COMAR 29.03.02.12

The Secretary, before issuing a handgun permit in accordance with Title 5-306, Annotated Code of Maryland, shall require an applicant for the permit to be approved by a "qualified handgun instructor". This approval shall certify and constitute evidence that the applicant is trained and qualified in the use of handguns, and shall be made upon completion by the applicant of a course conducted by the qualified handgun instructor. This course shall include the following as minimum curriculum:

- A.** **Lecture of Safety** - A minimum of one hour discussing and demonstrating safety with the handgun on the range, off the range, at home, transporting, and while on duty. Safety shall be given priority over all other aspects of training and should be integrated into every phase of the training.
- B.** **Training Regarding Legal Responsibilities** - A minimum of one hour instruction on when a person has the legal right to use the weapons.
- C.** **Care and use of a handgun** - A minimum of 6 hours of training in nomenclature, maintenance, sight alignment, position shooting, dry-firing and range practice and qualification shall be given. Participants shall use either a .38 caliber revolver with a minimum 2-inch and a maximum 6-inch barrel or a 9MM pistol. A qualifying score of 70 percent shall be fired on a practical police course. An applicant may not be required to fire in excess of 25 yards during qualification.

- D.** In the discretion of the Secretary, applicants who were formerly law enforcement officers, military personnel trained in the use of handguns, or members of accredited gun clubs who are approved by a qualified instructor may be issued permits without completing the course described above.

Qualifications upon Handgun Permit Renewal-COMAR 29.03.02.13

- A.** Individuals holding handgun permits issued pursuant to the provisions of Title 5-306, Annotated Code of Maryland, whether or not the training prescribed in Regulation 12 was required before the issuance of the permit, shall be required to attend 4 hours of training and fire a qualifying score of 70 percent to be eligible for renewal of their handgun permit. This training will be administered by a certified handgun instructor and consist of a refresher course on safety and legal responsibilities in addition to firing a qualifying score on a practical police course.
- B.** Individuals who shall attend training and fire a qualifying score to be eligible for renewal of a handgun permit are a:
- (1) Holder of a Special Police Commission;
 - (2) Uniformed Security Guard;
 - (3) Holder of a Railroad Police Commission;
 - (4) Watchman;
 - (5) Private Detective;
 - (6) Employee of a private detective; and a
 - (7) Guard in the employ of a:
 - (a) Bank,
 - (b) Savings and loan association,
 - (c) Building and loan association,
 - (d) Express agency, or
 - (e) Armored car agency.

Qualification Forms-COMAR 29.03.02.14

Appropriate qualification forms will be furnished by, and may be obtained from the Department of State Police, Licensing Division, Handgun Permit Unit, 1111 Reisterstown Road, Pikesville, Maryland 21208.

MARYLAND STATE POLICE
CERTIFIED QUALIFICATION SCORE SHEET

TO ACCOMPANY HANDGUN PERMIT APPLICATION
PURSUANT TO COMAR, SECTION 29.03.02.11 OF THE
ANNOTATED CODE OF MARYLAND

APPLICANT NAME - PRINTED

POSITION OR JOB TITLE

AGENCY/ORGANIZATION EMPLOYED BY

I DO HEREBY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT I HAVE COMPLETED THE **MINIMUM** CURRICULUM OF INSTRUCTION IN THE TRAINING AND USE OF HANDGUNS AS PRESCRIBED BY THE SECRETARY OF THE MARYLAND STATE POLICE, PURSUANT TO COMAR, SECTION 29.03.02.11 AND I SO INDICATE BY SIGNING BELOW IN THE DESIGNATED SPACE.

***NOTE: ARMORED CAR DRIVER/GUARDS MUST QUALIFY ANNUALLY [PL 105-287 (HR 624)].**

A. ____ INITIAL CERTIFICATION. THE APPLICANT LISTED ABOVE HAS RECEIVED A MINIMUM OF **EIGHT (8)** **HOURS** OF CLASSROOM TRAINING & QUALIFIED ON THE RANGE WITH A _____ REVOLVER/SEMI-AUTOMATIC HANDGUN.

B. ____ RENEWAL CERTIFICATION. THE APPLICANT LISTED ABOVE HAS RECEIVED A MINIMUM OF **FOUR (4)** **HOURS** OF CLASSROOM TRAINING & QUALIFIED ON THE RANGE WITH A _____ REVOLVER/SEMI-AUTOMATIC HANDGUN.

SIGNATURE OF APPLICANT

DATE

_____/_____=_____
YOUR SCORE POSSIBLE PERCENTAGE

DATE & TIME

LOCATION OF RANGE

TYPE OF COURSE FIRED BY APPLICANT

I, _____, AM A STATE OF MARYLAND QUALIFIED HANDGUN INSTRUCTOR AS CERTIFIED BY THE SECRETARY OF THE MARYLAND STATE POLICE. I DO HEREBY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE ABOVE LISTED INDIVIDUAL HAS BEEN TRAINED BY ME AND HAS COMPLETED THE **MINIMUM** CURRICULUM REQUIRED BY THE MARYLAND STATE POLICE, PURSUANT TO COMAR, SECTION 29.03.02.11, AND I SO INDICATE BY SIGNING BELOW IN THE DESIGNATED SPACE.

SIGNATURE OF INSTRUCTOR/TITLE

AGENCY

STATE OF MARYLAND QUALIFIED HANDGUN INSTRUCTOR APPLICATION

212-_____ (official use only)

1. Name: Last: _____ First: _____ Middle: _____

2. Home Address: _____

3. City: _____ County: _____ State: _____ Zip: Code: _____

4. Date of Birth: _____ Social Security #: _____ Race: _____ Sex: _____

5. Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

6. Driver's License Number: _____ State of Issue: _____

7. Place of Birth: _____ Citizenship: _____

8. Home Phone: _(____)_____ Work Phone: _(____)_____

9. Name of Range Utilized: _____

10. Range Address: _____

11. City: _____ County: _____ State: _____ Zip Code: _____

12. Range Telephone Number: (____)_____

13. Primary county in which you will provide public lessons: _____

14. Telephone Number you can be reached for public lessons: _____

15. Will you instruct the general public? (Yes or No): _____

16. Do you qualify individuals, in Maryland, under COMAR 29.03.02.13? (Yes or No): _____

***** IF NO.You do NOT qualify. If yes, for what agencies?:

17. Can your name and telephone number be placed on the internet for public lessons? (Yes or No): _____

Applicants Signature: _____ Date: _____